

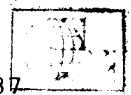
SECRET

DD/EO
AEC
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DDA 87-2288

30 October 1987



MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 30 October 1987

1. The Office of Training and Education will serve as the Agency's coordinator for the Women's Executive Leadership Program (WELP). The WELP, sponsored by the Office of Personnel Management, is a year-long training and development program for high-potential women and men (GS 10-12) designed to equip them for future responsibilities as supervisors and managers. The program, administered and managed by Directorate senior training officers, included seven Agency participants in FY-87. Nominees for FY-88 are currently being screened. Agency candidates must be submitted to OPM no later than 15 December 1987.

done
S.N.
ms

25X1

SECRET

25X1

25X1

25X1

25X1

6. The Office of Personnel reports that the 1987 Engineer of Year is [redacted], from the Office of Technical Service/DS&T, and the Scientist of the Year is [redacted] from the Office of Research and Development/DS&T. Each will receive \$5,000 and a special plaque.

William F. Donnelly

Page Denied

30 Oct '87

* 1st PD

Nothing to report

* NBPC

Nothing to report

* FMD

" "

SD

Attached

* PETS

Nothing to report

RELP

* ZMS

Nothing to report

- B+F

Nothing to report

* TPD

Nothing to report

* RMS

Nothing to report

* SS

Nothing to report

* Called

- They call if they have anything

S E C R E T

100
DDI
EOM
AEO
ZMS

29 October 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry W. Esterley
Acting Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 27 October 1987

1. Events of Major Interest That Have Occurred During the
Preceding Week:

d. OL reports that during the period 26 through
28 October, the following New Headquarters Building (NHB) events
occurred:

1) Renovations in the Office of Information
Technology's second and third floor computer centers in the NHB
were completed during this reporting period.

S E C R E T

S E C R E T

25X1 2) OL took possession of the fourth floor (east
25X1 portion) of the North Tower in the NHB. This area is slated for
occupancy by the Office of Scientific and Weapons Research in
January 1988. [REDACTED]

f. OL reports that a work order was sent to Allied on
8 October to remove or encapsulate asbestos in three areas of the
kitchen fan room in the Old Headquarters Building cafeteria. Phase
I was completed the weekend of 23 through 25 October by working
around the clock. Phase II will begin on 30 October and is
expected to be finished by 1 November, again working around the
clock. [REDACTED]

25X1 i. During the past two weeks, OL received requisitions
for [REDACTED] IBM Selectric III typewriters totaling approximately [REDACTED]
[REDACTED] IBM has discontinued manufacturing this Selectric model;
25X1 however, a significant number from the last production run were set
aside for Agency consumption pending the identification and
approval of a replacement typewriter for Agency use. [REDACTED]

S E C R E T

S E C R E T

25X1



Dr Harry W. Esterley

*D/HOGS/NSA
print??*

S E C R E T

STAT



PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
21 October 1987 - 27 October 1987

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

NO

A. Representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with representatives of the Directorate of Administration, Regulatory Policy Division (RPD) on 21 October to discuss the possibility of creating Regulations on VM, sending these files to P&PD's Electronic Text Editing and Composition System (ETECS), and returning the finished product back to RPD through VM. P&PD representatives explained that the link to ETECS is still only one-way, and although tests have been conducted in returning data from ETECS to VM through magnetic tape, the files have been found to be of minimal value since all ETECS composition and formatting commands must be eliminated before the tape can be read into VM. P&PD has received inquiries concerning the capability in the past, and has explored the possibility of an electronic link from ETECS back to VM, but has found the value of such a link to be minimal when compared to the development cost.

STAT

STAT

NO

B. Publication of two versions of the Red Book is continuing in the Office of Logistics, Printing and Photography Division (OL/P&PD). The press work on [redacted] version was completed last week and is awaiting binding. The English language version is on hold awaiting on-site approval of several color separations by the Office of Technical Services. When this approval is obtained, one shift of work will be required in the layout area before printing plates can be made. We anticipate meeting the required due date of early January for this production effort. (A)

STAT

[redacted]

Submit when completed

Administrative-Internal Use Only

NO
STAT C. The Office of Logistics, Printing and Photography Division (OL/P&PD) has completed testing of the Autologic Microfilm Recording Unit (MRU) provided by Rachwal Systems, Inc. The MRU functions as a typesetter but produces page images on 70mm film which is used as the basis for the Rachwal Projection Platemaking system. P&PD ran several tests on the MRU and, although several minor problems surfaced, the tests were successful. P&PD anticipates purchase of a MRU in the near future. [REDACTED]

NO
STAT D. The new Heidelberg GTO press has been installed in the Office of Logistics, Printing and Photography Division (OL/P&PD) and is performing well. This press is slowly being phased into production and training of pressmen on this new piece of equipment is going very well. [REDACTED]
STAT

NO
STAT F. The Office of Logistics, Printing and Photography Division (OL/P&PD) is still experiencing problems with the tapes created in the [REDACTED] to produce the bi-weekly payroll microfiche for the Office of Finance. Data "Write Errors" have once again caused major delays in the production of these tedious requests. Adding to this situation, a serious equipment malfunction left P&PD with only one COM recorder for much of the week. Service technicians from TRW were finally successful in their efforts to repair this system after a marathon 16 hour session on Thursday. [REDACTED]
STAT

NO
STAT G. The Office of Logistics, Printing and Photography Division (OL/P&PD) continues to be plagued by fumes of an unknown origin filtering into the Design and Presentations Center (D&PC) in the Headquarters Building. Four employees have been affected by this malady in varying degrees of severity. It has been learned that a herbicide named "Round-up" had been recently applied to the inner court yard which is immediately adjacent to the outside wall of D&PC, and this has been reported to the Office of Medical Services. Thus far, no cause for this problem has been identified, and Allied has replaced all filters in the air handlers serving this area. It should be noted that a customer visiting D&PC, in connection with a job, also was affected by the environment and had to leave the area. It is hoped that the source of this condition will soon be found and corrective action taken. [REDACTED]
STAT

Administrative-Internal Use Only

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

STAT

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Administrative-Internal Use Only

OL/FMD WEEKLY REPORT

PERIOD ENDING 28 OCTOBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

25X1 ^{NO} a. On 22 October 1987, the Interior Design Consultant met with Harold Vogel, sculptor, in order to plan the addition of one star to the Memorial Wall and Book of Honor which had been announced earlier by the DCI. [redacted]

2. Major Events that Have Occurred During the Preceding Week:

25X1 ^{YES} a. On 13 October 1987, an ~~FMD~~^{OL} team with assistance from Allied and Kane Movers, started a lengthy project of rearranging the secure, essential and non-essential power in the New Headquarters Building to conform with the furniture layout. The project will last until the last office in the NHB is turned over to the component for occupancy. A deadline of 23 October was given for the third floor so OIT could pull commo and data lines to the 100 holes drilled in the floor tiles. Upon completion of the third floor, a new deadline will be set for the completion of the fourth floor. [redacted]

25X1 b. Escort problems: Allied's daily escort requirement is 47 during the day and 34 at night. During this reporting period, Allied received the following number of escorts:

<u>Date</u>	<u>Day</u>	<u>Shortage</u>	<u>Night</u>	<u>Shortage</u>
10/16/87	5	-42	18	-16
10/19/87	12	-35	19	-15
10/20/87	5	-42	20	-14
10/21/87	13	-34	19	-15
10/22/87	7	-40	20	-14

25X1 The escort problem is very critical. Receiving only 5 of 47 escorts presents many problems in accomplishing work to be done by contractors. [redacted]

CONFIDENTIAL

a major mechanical equipment area which serves the OHB cafeteria.

YES
25X1 c. A quick start memo was sent to Allied on 8 October to remove or encapsulate asbestos in three areas in the kitchen fan room. Phase I was completed the weekend of 23-25 October working around the clock. Phase II will begin on 30 October and is expected to be finished by 1 November, again working around the clock. [redacted]

NO
25X1 d. The Design Branch has completed design drawings for the Office of Medical Services to reconfigure the medical records area in Room 1D4040 to meet the functional requirements. Work was requested because of a recent reorganization of OMS. [redacted]

25X1 *OL reports that, on 25 Oct.,*
NO *modifications to the*
e. ~~The Engineering Branch has provided supervision and guidance for the work to complete the 4160 KV bus modifications at the Central Plant. That work was done by Delta who is a subcontractor of MCI, who is the NHB contractor.~~ The work consisted of replacing the current transformers to double the capacity and replacing relays to match, removing interlocks and correcting controls and installing new feeders to/from boiler motor control centers. [redacted]

NO
25X1 f. During the past few weeks, there have been some sporadic problems with the five module Emerson UPS systems located in the DCI garage area. One of the modules dropped off line at approximately 0200 hours Sunday, 25 October. The unit was placed temporarily back in service later that day. On Monday, while the system was being worked on by the Allied subcontractor, Tru Power, the second module tripped off and the entire UPS system went into the bypass mode. This occurred at approximately 1400 hours on Monday. The component was notified that the system was in bypass and that repairs were underway. This system is 12 years old and is scheduled to be replaced during the backfill effort. [redacted]

NO
25X1 *OL reports that the*
g. ~~The~~ removal of all remaining PCB street light transformers from the Headquarters Building vaults is complete. ~~They~~ were trucked off the Compound at approximately 1430 hours on 24 October by a licensed carrier under the supervision of the contractor, Substation Test Company. [redacted]

The remaining units

h. On Tuesday, 20 October, the Mail and Courier Branch regained partial usage of the South Loading Dock area. The access road to the Loading Dock was temporarily closed to vehicular traffic due to Centrex Construction Company grating and resurfacing the area. Presently, M&CB is awaiting the installation of an extension loading ramp. Courier runs to Agency satellite buildings are still at two runs per day.

NO

as OIT

~~i. Moves:~~ During the week 19-23 October, ~~Building~~ ^{OL} ~~Services Branch~~ completed relocation ~~for OIT~~ from the 2D area of Headquarters to the 3rd floor ^{of} ~~Headquarters~~. This move included 65 workstations and related equipment. (Pam x20003)

3. Upcoming Events:

✓ Pls include completed moves & renovations.

4. Management Activities and Concerns:

a. The ^{OL} ~~cross-training program between Building Service Branch~~ ^{employees} is proving to be very beneficial, ~~even in its early stages.~~ Discussions of mutual concern, better communication, and ^{estab} ~~establishment of closer working~~ relationships, ~~with our coworkers~~ ^{will} ~~will prove to enhance~~ ~~our overall efficiency.~~ ^{between these two components.}

b. In response to a recent IG Audit Report on M&CB's accountable records, the Mail and Courier Branch ~~has taken steps in conjunction with FMD's ADP Staff, to modify its~~ ^{is modifying its} software on courier receipts. The auditors ~~had commented on whether the M&CB conducted a follow-up on outstanding courier receipts.~~ The modified software will allow M&CB to readily identify and put tracers on all outstanding courier receipts.

Facilities Management Division

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S E C R E T

Notes Not Used in Weekly:

25X1 A. Two expeditors from Supply Management Branch (SMB)
 visited [] on the afternoon
 of 20 October 1987. The purpose of this visit was to observe
 and learn the various procedures for processing supply
 25X1 documentation and materials throughout [] Also, these
 25X1 visitations have proven to be beneficial in providing better
 25X1 communications between SMB []
 []

25X1 B. Supply Management Branch would like to welcome Karen
 25X1 [] to Central Control and Expedite Section as an expeditor.
 []

25X1 C. [] a visitor from Office of Security, came
 NO through Supply Management Branch (SMB) for three day's training
 25X1 this week. []

25X1 D. The training officer from DCB held a class on the ICS
 25X1 on 22 and 23 October. Two members from the Office of Logistics
 and a member of the Office of Finance were in attendance. []
 []

S E C R E T

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OL/NBPO WEEKLY REPORT - PERIOD ENDING 28 OCTOBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

~~2. Major Events that Have Occurred During the Preceding Week:~~

OL reports that on 26 October the following NHB events occurred:

~~a. On 26 October 1987, Renovations in the second and third floor computer centers in the New Headquarters Building were completed. These renovations were in support of Office of Information Technology requirements.~~

~~b. On 26 October 1987, the Agency took possession of the fourth floor (east portion) of the North Tower of the New Headquarters Building. This area is slated for occupancy by the Office of Scientific and Weapons Research in January 1988.~~

~~c. On 26 October 1987, Shirley Contracting Corporation installed the base coat of pavement along westbound Route 193 near the intersection of Route 123 and at the intersection of Route 193 and the Turkey Run Access Road. On 28 October, the contractor is scheduled to reroute traffic and raise the elevation along eastbound Route 193. During the construction, the contractor will provide a separate lane for Agency employees turning from eastbound Route 193 onto Turkey Run Road.~~

d. At the request of the Bid Package 2 contractor, the construction to widen the visitor processing lane at the Route 123 Visitor Control Center has been rescheduled to 31 October 1987. The new schedule has been coordinated with Headquarters Security Division, OS.

e. On 27 October 1987, work was completed backfilling a trench across the Turkey Run Access Road construction entrance. This allowed the construction traffic flow to return to normal. Construction traffic had been diverted to the Turkey Run Access Road employee entrance as a temporary measure.

3. Upcoming Events:

On 29 October 1987, the Deputy Chief, New Building Project Office, OL, will provide a tour of the New Headquarters Building for Office of the Deputy Director for Administration secretaries.

4. Management Activities and Concerns:

None.

Chief, New Building Project Office

D/OL
C/FMD/OL

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Page 3

S E C R E T

III. Upcoming Events:

None

IV. Management Activities and Concerns:

None

25X1



S E C R E T

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 27 October 1987

1. Status of Tasks Assigned by Senior Management:

NO
25X1 a. The Chief, Procurement Management Staff (PMS/OL) participated in the OL Planning Conference held in Fredericksburg, Virginia, on 21 and 22 October. []

NO
25X1 b. The Chief, PMS/OL revised and simplified the [] "Procurement of Supplies, Equipment, and Services Chargeable to FY 1988 Funds and Service Contract Renewals for FY 1988." In connection with this revision, the Chief, PMS/OL met with [] Accounts Division, Office of Finance (OF). [] 25X1

NO
25X1 c. The Chief, PMS/OL had an official visitation with the Chief, Contracts Staff, Collection Systems Group, Office of Development and Engineering (OD&E/CSG), and the OD&E/CSG Logistics Officer on 27 October. []

2. Major Events That Have Occurred During the Preceding Week:

a. Training:

NO
25X1 (1) [] reported that a meeting was held between OL/PMS and Edwin L. Phelps, President of Educational Services Institute, to discuss the feasibility of an onsite, contracting officer training program in the area of cost and price analysis. []

25X1 (2) [] reported that OL/PMS filled 14 slots for the following Department of the Navy courses:

NO
(a) Defense Acquisition and Contracting Executive Seminar

(b) Defense Contract Negotiations Workshop

25X1 (c) Defense Cost and Price Analysis []

SUBJECT: OL/PMS Weekly Report for 27 October 1987

b. Government-Furnished Property (GFP):

25X1 [] reported that the GFP Annual Report was amended to include additional GFP from the contract teams in the Directorate of Intelligence and the Office of SIGINT Operations. GFP reports are expected from the contract teams in the Foreign Broadcast Information Service and the Office of Security. []

c. Update of the CIA Contracting Manual (CCM):

25X1 NO OL/PMS has initiated the procurement requisition and sole source justification for a 6-month follow-on effort with Sterling Institute to maintain the currency of the CCM and the Guide for the Use of Solicitation Provisions, Volumes I and II. 25X1 [] reported that the manual and clause book maintenance functions will be transitioned to OL/PMS by April 1988. []

d. CONIF Activity:

25X1 NO CONIF input 160 contracts and 36 amendments during this reporting period. The filing of contract and amendment documents from September continues. []

e. Meeting:

25X1 [] met informally with James V. Hirsch, Associate Deputy Director for Science and Technology and [] Chief, PMS/DS&T, to outline progress in some 25X1 ongoing efforts by OL/PMS to improve the Agency's procurement system. The purpose of the meeting is to keep Mr. Hirsch apprised of directions being taken and potential impacts on his organizations and to receive any feedback on his areas of concern. []

f. New Area for Expert System:

25X1 [] met with []
25X1 [] of the Office of Research and Development concerning ongoing efforts to select topics in procurement for development of an expert system. An interesting point to note is that 25X1 NO [] [on rotational assignment from the Office of Communications (OC)] is developing an expert system for application to specific types of projects in OC. However, his project may have wider, more generic applications throughout procurement. []

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for 27 October 1987

g. Office of Technical Service (OTS) Negotiation

25X1 [redacted] OTS contract negotiator, visited
25X1 [redacted] and was briefed on LOTUS 1.2.3 applications in
25X1 NO contractor negotiation. The OTS contract team now has a
computer and will be developing LOTUS spreadsheet application
for two upcoming negotiations. [redacted]

h. Agency Contract Review Board (ACRB) Activity:

25X1 NO There have been no regularly scheduled meetings of the ACRB
during October. An executive session of the ACRB was held on
23 October; the case presented was in the amount of [redacted]

25X1 NO [redacted] There were four alternative procedures in the amount
758 that were approved by the Procurement Executive.
The total amount of these five cases [redacted]

25X1

25X1

3. Upcoming Events:

25X1 NO A meeting of all senior contracting officers has been
scheduled for 30 October. [redacted]

4. Management Activities and Concerns:

25X1 NO a. [redacted] is attending a 1-week audit course
25X1 sponsored by OF. [redacted]

25X1 NO b. OL/PMS will continue to keep senior management apprised
of significant management activities and concerns as
appropriate. [redacted]

C O N F I D E N T I A L

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 20 OCTOBER 1987

1. Progress Report on Tasks Assigned by the DCI/DDCI:
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. CLAS

NO
(1) General: All the CLAS/BARS teams are continuing to develop their test packets for the prototype effort on Release 1.2. They have completed the Requirements Traceability Matrix (RTM) which will be used to measure the prototype model. An integrated Implementation Plan that overlaps all the team's activities is in the final review stage and should be final by Monday of next week.

NO
(2) A conversion team has been assembled to develop a strategy for conversion of data from existing systems to Cullinet, and to identify all interfaces to external systems that will either input to, or receive output from the Cullinet packages.

NO
STAT
(3) Demo: Cullinet will be demonstrating their 1.3 version of software with funds control this afternoon, followed by an open forum discussion on system progress, concerns, and delivery of 1.3 to CIA.

STAT
B. COMPUTER SECURITY POLICY PANEL

NO
STAT
DC/IMSS attended the kickoff meeting of the Computer Security Policy Panel chartered by the D/OS at the direction of the DDA. The panel is tasked with developing Agency policy on a myriad of computer security issues, especially PC security, removal of magnetic media, connection of Local Area Networks (LANS) to macuframes and compliance issues. The panel will meet monthly.

C. REGULATIONS

NO
(1) The following regulations originated in OL were submitted for publication:

Projects on the Headquarters Compound

25X1

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 20 OCTOBER 1987

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25X1

(2) The following regulations originating outside OL
were coordinated and approved:

STAT

NO

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3. Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities

STAT

C O N F I D E N T I A L

Document

WEEKLY REPORT FOR ~~AGENCY CONTRACTS GROUP~~

FOR PERIOD ENDING

27 October 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. The Agency Contracts Group, Office of Logistics, issued a contract modification to NCR Comten, Incorporated of Rockville, Maryland which provided funding in the amount [] to cover the second year payment of a 3-year Lease to Ownership Plan (LTOP) of five NCR Comten front-end processors and related hardware currently installed throughout the Agency in Office of Information Technology supported computer centers. The total LTOP cost for this equipment is [] with the final payment of [] due 1 October 1988.

25X1

25X1

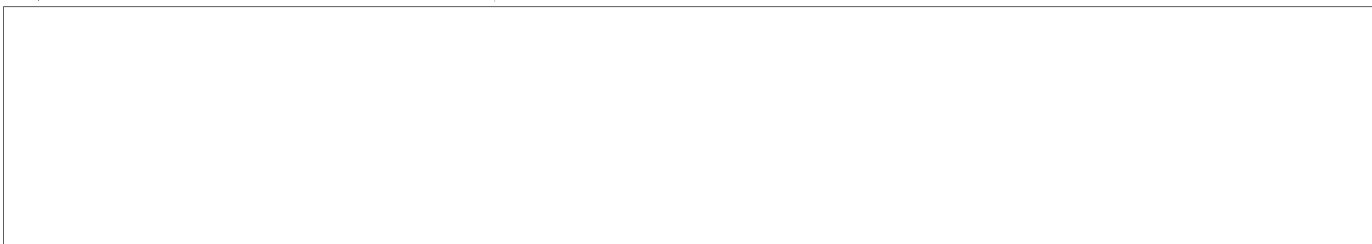
[]

c. The Agency Contracts Group, Office of Logistics, negotiated a firm-fixed-price purchase order on behalf of the Office of Training and Education/Leadership Development Division for six 1-day training courses entitled "Time Management for Managers." This purchase order was written to Life Dynamics, Inc. of Ellicott City, Md. with a period of performance of 19 October 1987 through 30 September 1988.

[]

C O N F I D E N T I A L

25X1



25X1

25X1

During the past two weeks,

e. / Requisitions were received in Agency Contracts Group, Office of Logistics, for [redacted] IBM Selectric III typewriters totaling approximately [redacted]. IBM has discontinued manufacturing this

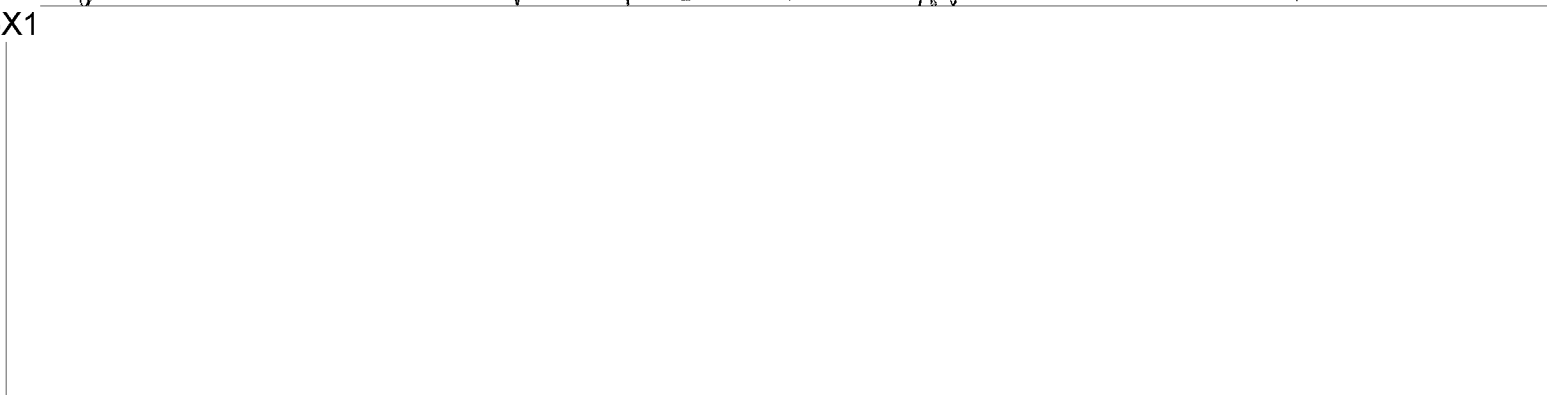
selectric model, however, a significant number has been set aside for Agency consumption. It is incumbent that another typewriter be

promptly identified and approved by the Office of Security as a suitable replacement. This action is scheduled for [redacted] Board approval is scheduled

25X1

for 17 November 1987. [redacted] pending the identification & approval of a replacement typewriter for Agency use.

25X1



g. Our own item of interest this month concerns the Software Store contracts. The "Store" was set up in November of 1986 with a task order contract with two vendors. By mid-February 1987 there were already 175 task orders written and showing up on CA&SB's computer runs, almost all complete but with no settlement action having been taken. CA&SB arranged to transfer the task orders to the vault and for all future paperwork on task orders to come directly to CA&SB, set up special files, coded into CONIF all deliveries up to that point, and started tracking these task orders to ensure prompt settlement action and removal from our runs of active contracts. [redacted] has been taking responsibility for these task orders, which as of this date number 748, in addition to his regular duties as chief of the Mail & Files Control Unit.

25X1

25X1

3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

25X1

